

ASSOCIATE INSECT BIOSYSTEMATIST



OPEN - STATEWIDE
BF50/0534

CONTINUOUS FILING

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS BULLETIN CANCELS AND SUPERSEDES ALL PREVIOUS BULLETINS.

CONTINUOUS TESTING INFORMATION	<p>The testing office will accept applications continuously and will notify and test applicants as needs warrant. Testing is considered continuous as closing dates (final filing dates) can be set at any time and eligible lists are merged. Applications personally delivered after the closing date will be held over for the next examination.</p> <p>A candidate may be tested only once during a testing period. The testing period for this examination is 12 months. The beginning of the testing period is based upon when an individual is placed on the eligible list. A person may not be examined more than once in a testing period. Therefore, if you have taken this examination within the last 12 months, you are not eligible to apply or compete in this examination. You must submit a state application (Form STD 678) to each testing period.</p>
HOW TO APPLY	<p><u>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</u></p> <p><u>SUBMIT APPLICATIONS (FORM 678) TO THE FOLLOWING ADDRESS:</u></p> <p>Department of Food and Agriculture Examination Unit <i>Attention: Kimberly Dean</i> 1220 “N” Street, Suite A-151 Sacramento, California 95814</p>
TESTING METHOD	<p>The testing method used may be one or a combination of the following: ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE, OR SUPPLEMENTAL APPLICATION.</p>
TESTING INFORMATION	<p>The Testing Method chosen will have a total weight of 100 percent. In order to obtain a position on the employment list, a minimum rating of 70 percent must be attained. If more than one testing method is used, a minimum rating of 70% must be attained in each phase of the examination.</p> <p><u>If</u> utilizing an Oral Examination Method, a number of predetermined job-related questions will be asked. Competitors who do not appear for the Oral Examination will be disqualified. <u>If</u> a Testing Method requires a candidate to appear in person, they must bring either a photo identification card or two forms of signed identification to each phase of the examination. <u>If</u> utilizing an Education and Experience Method, an evaluation of the candidate’s experience and education will be compared to standard rating criteria developed from the State of CA Classification Specification. For this reason, it is especially important to take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you need special arrangements for a written, a performance, or an oral test, be sure to say so on every application you file. Mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the Department of Food and Agriculture Exam Unit at (916) 654-0423.</p>
REQUIRED IDENTIFICATION	<p><i>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</i></p>
SALARY RANGE	<p>\$4110 - \$5448</p>
ELIGIBLE LIST INFORMATION	<p>A Departmental “Open” list will be established for the California Department of Food and Agriculture. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.</p>
WHO SHOULD APPLY	<p>Applicants who meet the minimum qualifications as stated below. This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply and Veterans preference credits will not be granted.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “Or” II, “Or” III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement.</p> <p><u>NOTE:</u> <i>It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you read, understood, and possess the basic qualifications required.</i></p> <p><u>NOTE:</u> <i>All applications/resumes must include “to” and “from” dates (month/day/year); time base; and civil service class titles.</i></p>

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MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of an Insect Biosystematist.

Or II

Experience: Two years of identification and research experience in systematic entomology gained after obtaining a master's degree. **AND**

Education: Possession of a Master's Degree or its equivalency from an accredited college or university or an equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 in Systematic Entomology.

Or III

Education: Possession of a Doctoral Degree or its equivalency from an accredited college or university or an equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 in Systematic Entomology.

POSITION DESCRIPTION

This is the fully qualified journey level of the series. Associate Insect Biosystematists identify native as well as foreign insects and perform highly specialized and complex analysis and research on an independent basis. Incumbents also maintain the insect collection and current literature in their discipline and assist in evaluating insect problems, and may train seasonal employees and/or laboratory technicians.

SCOPE OF EXAM

(Although all applicants must possess knowledge of the following, it is expected that the level of sophistication, depth, sensitivity, and complexity of the area of specialization, and thoroughness of knowledge will vary as to class level.)

AND

SCOPE OF ON-THE-JOB KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. General knowledge of the taxonomy and economics of major plant pest insect, other arthropods and mollusks of California and the United States;
2. General principles and specialized and complex specific procedures and techniques used in identifying and curating a prescribed group of insects, other arthropods or mollusks;
3. Various literature pertaining to entomology, agricultural, horticultural, and native plants;
4. The relationship of plants, plant pests, and pest control to agriculture and the environment;
5. Laboratory and curatorial techniques;
6. Problems involved in bibliographic survey or previous related research;
7. Determination and qualification of variables and mechanization of compilation of analysis of data.
8. A high degree of specialization in a prescribed group of insects, other arthropods, or mollusks;
9. Specialized and complex specific procedures and techniques used in identifying and curating a prescribed group of insects, other arthropods, or mollusks;
10. Current research literature and trends applicable to the research area;
11. Knowledge of the related provisions of the California Food and Agricultural Code and rules and regulations pertaining to plant quarantines.

B. Ability to:

1. Demonstrate professional competence as a specialist in foreign and domestic members of a prescribed insect group;
2. Conduct highly specialized analysis and research;
3. Train technicians and other personnel in associated tasks.

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, a record which demonstrates some expertise in insect taxonomy, such as published participation in seminars, etc., and some in-depth knowledge of the biosystematics of the insect group(s) for which a specialist is required over and above that required under "Minimum Qualifications" will be given additional consideration.

CAREER CREDITS

Career Credits do not apply in this examination.

VETERANS PREFERENCE

Veterans preference credits will not be granted in this examination.

QUESTIONS?

If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 “N” Street, Suite A-151, Sacramento, California 95814, (916) 654-0422.

GENERAL INFORMATION

The California Department of Food and Agriculture and the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Americans with Disabilities Act, Title II: The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

If you meet the requirements stated, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

It is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0422 three (3) weeks after the final filing date if s/he has not received a progress notice.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1. sub-divisional promotional, 2. departmental promotional, 3. multi-departmental promotional, 4. service-wide promotional, 5. departmental open, 6. open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:

FROM TDD PHONES: 1-800-735-2929

FROM VOICE PHONES:

1-800-735-2922